SAM II HR/PAYROLL
PAYROLL PROCESSING SCHEDULE

PAY CYCLE	PAY CYCLE DATES	GUARANTEED APPROVAL DATE FOR TRANSACTIONS (1)	TIME & LEAVE ENTRY	PRELIM GTN RUN BEGINS 6:00 p.m. (3)	REGULAR GTN/GL INTERFACE (4)	CHECKS AVAILABLE	CHECK DATE
				Down 6:00 pm			
Dec 2007 Pay Cycle 2	12/16/07 to 12/31/07	01/01/08	12/22/07 to 01/07/08	1/7/2008	1/8/2008	1/11/2008	01/15/08
Jan 2008 Pay Cycle 1	01/01/2008 to 01/15/08	01/16/08	01/09/08 to 01/23/08	1/23/2008	1/24/2008	1/29/2008	01/31/08
Jan 2008 Pay Cycle 2	01/16/08 to 01/31/08	02/01/08	01/25/08 to 02/06/08	2/6/2008	2/7/2008	2/13/2008	02/15/08
Feb 2008 Pay Cycle 1	02/01/08 to 02/15/08	02/16/08	02/8/08 to 02/21/08	2/21/2008	2/22/2008	2/27/2008	02/29/08
Feb 2008 Pay Cycle 2	02/16/08 to 02/29/08	03/01/08	02/23/08 to 03/06/08	3/6/2008	3/7/2008	3/12/2008	03/14/08
Mar 2008 Pay Cycle 1	03/01/08 to 03/15/08	03/16/08	3/8/08 to 03/22/08	3/22/2008	3/24/2008	3/27/2008	03/31/08
Mar 2008 Pay Cycle 2	03/16/08 to 03/31/08	04/01/08	03/25/08 to 04/07/08	4/7/2008	04/08/208	4/11/2008	04/15/08
Apr 2008 Pay Cycle 1	04/01/08 to 04/15/08	04/16/08	04/09/08 to 04/22/08	4/22/2008	4/23/2008	4/28/2008	04/30/08
Apr 2008 Pay Cycle 2	04/16/08 to 04/30/08	05/01/08	04/24/08 to 05/06/08	5/6/2008	5/7/2008	5/13/2008	05/15/08
May 2008 Pay Cycle 1	05/1/2008 to 05/15/08	05/16/08	05/08/08 to 5/21/08	5/21/2008	5/22/2008	5/28/2008	05/30/08
May 2008 Pay Cycle 2	05/16/08 to 05/31/08	06/01/08	05/23/08 to 06/07/08	6/7/2008	6/9/2008	6/12/2008	06/16/08
Jun 2008 Pay Cycle 1	06/01/2008 to 06/15/08	06/16/08	06/10/08 to 06/21/08	6/21/2008	6/23/2008	6/26/2008	06/30/08
Jun 2008 Pay Cycle 2	06/16/08 to 06/30/08	07/01/08	06/24/08 to 07/07/08	07/07/08***	7/8/2008	7/11/2008	07/15/08
July 2008 Pay Cycle 1	07/01/08 to 07/15/08	07/16/08	07/09/08 to 07/23/08	7/23/2008	7/24/2008	7/29/2008	07/31/08
July 2008 Pay Cycle 2	07/16/08 to 07/31/08	08/01/08	07/25/08 to 08/07/08	8/7/2008	8/8/2008	8/13/2008	08/15/08
Aug 2008 Pay Cycle 1	08/01/08 to 08/15/08	08/16/08	08/9/08 to 08/21/08	8/21/2008	8/22/2008	8/27/2008	08/29/08
Aug 2008 Pay Cycle 2	08/16/08 to 08/31/08	09/01/08	08/23/08 to 09/06/08	9/6/2008	9/8/2008	9/11/2008	09/15/08
Sept 2008 Pay Cycle 1	09/01/08 to 09/15/08	09/16/08	09/09/08 to 09/22/08	9/22/2008	9/23/2008	9/26/2008	09/30/08
Sept 2008 Pay Cycle 2	09/16/08 to 09/30/08	10/01/08	09/24/208 to 10/06/08	10/6/2008	10/7/2008	10/10/2008	10/15/08
Oct 2008 Pay Cycle 1	10/01/08 to 10/15/08	10/16/08	10/08/08 to 10/23/08	10/23/2008	10/24/2008	10/29/2008	10/31/08
Oct 2008 Pay Cycle 2	10/16/08 to 10/31/08	11/01/08	10/25/08 to 11/05/08	11/5/2008	11/6/2008	11/12/2008	11/14/08
Nov 2008 Pay Cycle 1	11/01/08 to 11/15/08	11/16/08	11/07/08 to 11/19/08	11/19/2008	11/20/2008	11/25/2008	11/28/08
Nov 2008 Pay Cycle 2	11/16/08 to 11/30/08	12/01/08	11/21/08 to 12/06/08	12/6/2008	12/8/2008	12/11/2008	12/15/08
Dec 2008 Pay Cycle 1	12/01/08 to 12/15/08	12/16/08	12/09/08 to 12/22/08	12/22/2008	12/23/2008	12/29/2008	12/31/08

(1) Position and Appointment Transactions (PSMTs and ESMTs) should be submitted as soon as the information to complete the transaction is known!
  Transactions submitted after the Guaranteed Approval Date requiring OA Personnel action may not be processed in time for the Paycycle GTN Run.
(2) Direct deposit information must be submitted to OA Accounting as Agencies receive the information to assure proper processing.
(3) The HR/Payroll System will be UNAVAILABLE TO AGENCIES from 6:00 p.m. this date until completion of the cycle.
(4) GL Interface is the process where the Journal Vouchers get posted to the Financial System. To assure proper processing,
  the applicable Federal drawdowns and deposits must be accepted into the Financial System prior to this date.
(5+A19) NOTE: The State Treasurer's Office will receive checks & direct deposit advices on the day after the Regular cycle.
  The FINAL DEADLINE for return delivery is 5:00 pm the working day PRIOR to the "Checks Available" date shown above.
****All LDPR entries must be entered with an effective date of 06/16/08 prior to this paycycle.
 Any reporting categories should be added to the Financial System's RPTG table prior to June 30th.

Last Updated 8/13/2007 7:25 AM